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AUTHOR	Palmer, Barry H.
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ABSTRACT

Information about the satellite programs offered by Lehigh County Community College (LCCC) in Pennsylvania is presented, along with guidelines for implementing a program of noncredit courses in local school districts. The initial sections of the paper provide background information on LCCC; explain that the guidelines were developed by LCCC in response to a request from a district superintendent for a program of courses to be housed in that district to serve adults within its taxing municipality; explain changes that were made since the original creation of the guidelines; and discuss LCCC's experiences with teacher and coordinator selection. The guidelines for continuing education programs are presented next, covering registration procedures; fee establishment and collection; responsibilities of the school district, college, and students; personnel policies regarding instructors and the program coordinator; criteria for program continuation; the responsibilities of the program coordinator (e.g., to perform needs assessments, assist in course development, recruit instructional staff, and assume responsibility for registration and scheduling); and direct and indirect costs assumed by the college and the sponsoring school district. Appendices include a coordinator's checklist, and instructor and course evaluation forms. (AYC)

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Lehigh County Community College

GUIDELINES FOR CONTINUING EDUCATION SATELLITE PROGRAMS HELD AT SPONSORING SCHOOL DISTRICTS

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Barry H. Palmer, Ed.D.
1985

Background

Lehigh County Community College is a small, rural college located approximately eight miles outside of a metropolitan area known as Lehigh Valley, Pennsylvania. Approximately 250,000 persons reside in this region. Like most community colleges it offers a wide selection of non-credit courses, seminars and workshops to businesses, professional organizations, government agencies and the general public. The college registers approximately 5,000 non-credit students a year. The Division of Continuing Education which manages this program reports to the Vice President of Academic Affairs. The satellite programs described in this paper are comprised of noncredit courses at this time.

Why Guidelines Were Developed

The development of guidelines for satellite schools grew out of a request by a district superintendent in the college's sponsoring area. He requested that a program of courses be housed in their district to serve adults within their taxing municipality. The guidelines found in Appendix A of this paper, outline the general guidelines, responsibilities and the role of a local coordinator to assist in the facilitation of the program. These were developed through a number of brainstorming sessions held between personnel at the college and at the local school districts. These guidelines were later used when two other districts requested similar programs to be housed in their school districts. This model can be replicated by most community colleges in the country.

How the Guidelines Work

The guidelines have functioned very well since their creation in 1982. One change has taken place since their inception and that is #9 (The community college shall reimburse the sponsoring school district for postage.) Previous to this, the school district paid the postage. It should also be noted that there are no rental fees and coordinators are paid a percentage of the total

tuition intake from the courses. In the three years of operating the satellites only one coordinator has been replaced. Coordinators are recruited first from within the existing personnel of the school district and then from the general community of the school district's geographic area.

In addition to the guidelines, the college also developed a coordinator's checklist (Appendix B) so that they can monitor their activities and function efficiently. Appendix C and D are samples of forms used by the coordinator to organize their course information. These forms are submitted to the community college so that a brochure can be prepared.

Response to the Satellite Programs

Teachers - Teachers are recruited by the local program coordinator and by central college staff. In order to keep offerings timely and insure a high quality of instruction, exchanges of human resource pools take place on a continual basis between satellites and with personnel located at the college. Teachers are paid $12.50 per contact hour (Fall, 1985). There has never been any difficulty in obtaining qualified instructors for the programs. It should be noted that instructors need not have elaborate formal educational backgrounds. What is expected is a thorough understanding of the topic they are teaching as well as an uncanny ability to be able to relate to individuals and groups. Instructors are partially evaluated by their ability to attract and retain students.

Coordinators - The selection of a coordinator for a satellite program is a very important task and should not be treated lightly. Initially, the salary for structure (#6 and #7 of Appendix A), and the amount of time involved for implementation and coordination are concerns for candidates. What we have found is that after the first semester's program is finished, coordinators seem to be enthusiastic in their plans for the future. This "carrot on a stick" approach to coordinators' salaries seems to be effective as only one coordinator has been replaced in three years of operating three programs.

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Appendix A

GUIDELINES FOR CONTINUING EDUCATION SATELLITE PROGRAMS
HELD AT SPONSORING SCHOOL DISTRICTS

1. Students will register for continuing education courses by mail or in person. (Continuing education refers to courses/workshops which are non-credit or credit free in nature. Carnegie units or traditional college academic credit will not be awarded for participation in continuing education courses/workshops.)

2. Fees will be established and collected by the college.

3. The sponsoring school district will provide necessary space, utilities, custodial service, and A-V equipment for continuing education classes to be offered.

4. The procurement of books, supplies, and instructional materials will be the responsibility of the students.

5. A course will be conducted only when there is sufficient paid enrollment to meet direct and associated indirect course costs.

6. The college will hire a coordinator to be paid 15% of the tuition generated by courses. The coordinator will be supervised by the Director of Continuing Education at the college.

7. A course development fee of $4.00 per instructional hour shall be awarded for each new successful course developed by the coordinator. The fee will be awarded once for each course which has not been previously offered by the college. To be successful, a new course must generate income at least equal to 1.15% of the direct instructional cost.

8. The college will hire instructors at a rate in accordance with college policy.

9. A brochure will be printed by the college and distributed by the sponsoring school district. The community college shall reimburse the sponsoring school district for postage.

10. Courses offered in satellite programs are open to all residents of the college's service area (sponsoring school districts).

11. Continuation of the program shall proceed on a year-to-year basis based on the following factors:

    (A) availability of a successful coordinator;
    (B) cooperation of the participating school district
    (C) desire for program continuation by the participating school district; and
    (D) sufficient enrollment in courses to justify satellite program maintenance.

Basic Responsibilities

College	Sponsoring School District	Joint Responsibility
A. Registration	A. Class/Lab Space	A. Course Offerings
B. Coordinator	B. Utilities	
C. Instructors	C. Custodial Service	
D. Printing of Brochure	D. A-V Equipment	
E. Postage	E. Distribution	

Coordinator's Responsibilities

1. Become familiar with all the services of the college and the sponsoring school district which will aid in the operation of a successful program.

2. Perform needs assessments to determine the types of courses which will be offered.

3. Assist potential instructors with the development of courses and make recommendations to the Director of Continuing Education for course approval.

4. Recruit an instructional staff and make recommendations to the Director of Continuing Education regarding employment.

5. Orient the instructional staff with regard to the policies and procedures of the college and the sponsoring school district.

6. Supervise and evaluate instructors, volunteers and supplementary program personnel.

7. Assist in the recruitment of students including the preparation of a special brochure to be reviewed and printed by the college and distributed by the sponsoring school district.

8. Assume responsibility for on-site registration.

9. Assume responsibility for the scheduling of classes and the monitoring of the registration process.

10. Make arrangements with the sponsoring school district for classrooms, labs, and A-V equipment.

11. Assume responsibility for the management of classes including the start of classes, cancellation of classes, distribution of supplies and materials, and collection and tabulation of appropriate program data.

12. Serve as liaison for continuing education courses between the sponsoring school district and the college.

13. Submit monthly and annual reports on continuing education activities.

Financial Information

Direct Costs (College)

Cost of instruction
Benefits - 8% of salary
Coordinator's fee - 15% of tuition plus benefits
Course development fee
Materials and Supplies
Postage

Indirect Costs (College)

Percent of continuing education administration
Registration
Bill processing
Data processing
Advertising
Office expense
Duplication
Travel expense
Insurance

Costs Provided by Sponsoring School Districts

Class/lab space
Utilities (heat, light, water, phone, etc.)
Custodial service
Use of A-V and other equipment
Distribution of brochures

Appendix B

Lehigh County Community College

2370 Main Street

Schnecksville, Pennsylvania 18078

Area Code 215 Telephone 799-2121

COORDINATOR'S CHECKLIST

CONTRACTS - each instructor will receive an original and carbon copy of their contract and they are required to sign both keeping the copy and returning the original to the Office of Continuing Education before the second evening of their class.

PERSONNEL FORM - a completed personnel form must be given to the Office of Continuing Education for each instructor before the second evening of class. This form need only be completed once by the instructor.

COURSE SYLLABUS - a completed course syllabus must be given to the Office of Continuing Education for each course that is being offered in any given semester. However, if courses are offered by the same instructor each semester (i.e. computers, aerobics, etc) a course syllabus does not need to be completed each semester. A completed course syllabus should be returned to the Office of Continuing Education before the second evening of class.

W-4 FORM - this form must be completed each semester regardless of whether the instructor filled one out the previous semester. It must be completed and returned to the Office of Continuing Education before the second evening of class.

EVALUATION FORMS - instructors must give the students evaluation forms on the last evening of class to fill out. The coordinator is responsible for collecting these forms, reviewing them and making any necessary suggestions to the instructors. These forms must be returned to the Office of Continuing Education by the coordinator within 1 week following the completion of the entire satellite program.

COURSE ATTENDANCE FORMS/CLASS LIST - these forms will be mailed directly from the Records Office to the coordinator. These forms must be completed by each instructor and the coordinator is responsible for returning the completed forms to the Office of Continuing Education within 1 week following the completion of the satellite program. Any questions concerning students registered for classes should be directed to Jackie Bauer/Records Office at 799-1173.

COURSE CANCELLATION - when a coordinator has decided to cancel a course due to insufficient enrollment they must notify the Office of Continuing Education, Jackie Bauer/Records Office and the instructor.

COURSE CANCELLATION DUE TO SNOW, INSTRUCTOR ILLNESS, ETC. - please be sure that the instructors have made arrangements with their students in case these situations should develop.

If you have any questions concerning any of the above information please do not hesitate to contact the Office of Continuing Education at 799-1197 or 799-1148.

Appendix C

Satellite Courses

Instructor Information

ON SITE REGISTRATION DATE: _____

INSTRUCTOR NAME: _____

ADDRESS: _____

_____

TELEPHONE NO: _____

COURSE/S INSTRUCTING: _____

_____

SALARY: _____

MINIMUM ENROLLMENT: _____

MAXIMUM ENROLLMENT: _____

INSTRUCTOR NAME: _____

ADDRESS: _____

_____

TELEPHONE NO: _____

COURSE/S INSTRUCTING: _____

_____

SALARY: _____

MINIMUM ENROLLMENT: _____

MAXIMUM ENROLLMENT: _____

Appendix D

Satellite Courses

Course Information

COURSE NUMBER: _____

COURSE TITLE: _____

NO. OF WEEKS: _____

DAY OF WEEK: _____

BEGINNING AND ENDING TIMES: _____

BEGINNING AND ENDING DATES: _____

FEE: _____

COURSE DESCRIPTION: _____

_____

_____

_____

COURSE NUMBER: _____

COURSE TITLE: _____

NO. OF WEEKS: _____

DAY OF WEEK: _____

BEGINNING AND ENDING TIMES: _____

BEGINNING AND ENDING DATES: _____

FEE: _____

COURSE DESCRIPTION: _____

_____

_____

_____

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